

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT  
JOB ANNOUNCEMENT**



**Announcement #** 2011-185 **Issue Date:** 10-06-11 **Closing Date:** 10-26-11

**Special Projects/Inventory Control**  
**Wildlife Resource Management**  
**Department of Natural Resources**  
**Hourly Wage: \$13.87/Full-Time/Regular**

Is responsible to perform technical office duties. Provides assistance with special projects, public Hunting Program, and property/inventory control. Conducts a physical inventory of all program equipment and vehicles. Ensures all items are numbered, tagged, and data posted to an inventory control file. Maintains custodial responsibility of all capital equipment and all aspects of fleet vehicle management. Data updates are provided to bookkeepers for monthly payments. Maintains filing system, in particular for property and inventory control and of vehicles for fiscal accountability. Obtains bids to purchase capital equipment, sensitive equipment, and major vehicle repairs. Monitors equipment purchases up to the time of delivery. Is responsible for inventory and distribution of office, vehicle, and gate keys.

**Knowledge, Skills and Abilities:**

- Knowledge of GSA fleet management requirements.
- Knowledge of purchasing and receiving policies and procedures, including documents that are required by the Central Accounting Office.
- Knowledge of standard inventory control and reporting practices and procedures.
- Knowledge of grant and contract policies and regulations governing equipment.
- Knowledge of the assets & Property Management Program process used to number and tag equipment.
- Ability to perform computerized data backup on a regular basis.
- Ability to analyze work methods and process.
- Ability to establish and maintain effective working relationships with other tribal offices, outside agencies, and general public.
- Ability to comprehend and execute written and/or oral instructions.
- Ability to communicate effectively in writing and orally.
- Ability to meet physical demands of the job which includes extensive lifting, bending, walking, standing, etc.
- Ability to utilize a computer and assorted software.

**General Recruiting Indicators:**

- High School diploma preferred AND two years of progressively responsible work experience in property and inventory control with attention to grant and contract capital equipment policies and regulations and experience in all aspects of vehicle fleet management.
- Prefer up to three years of computer experience to include MS Excel, MS Word, and JD Edwards.
- Required to pass a pre-employment drug and alcohol test.
- Must possess a valid WA State Driver's License with ability to obtain a tribal permit.
- Pass a pre-employment criminal background check (if applicable).